

CITY OF SANTA FE

ADMINISTRATIVE MANUAL

Originating Business Unit:

Human Resources

SUBJECT:



Non-Union Sick Leave Bank Policy	Policy Number 2500-5-10	# Pages 03
	Effective Date 08-09-1996	Revision Date 07-23-2004

1.0 PURPOSE:

- 1.1 The Sick Leave Bank allows for City employees who meet the criteria for the Family Medical Leave Act (FMLA) and have exhausted their sick, annual and compensatory leave to request and receive donated hours from other non-union employees.

2.0 APPLICABLE TO:

- 2.1 Classified, term and exempt employees are eligible to receive sick leave bank hours if hours are available in the Sick Leave Bank.

3.0 REFERENCES:

- 3.1 City of Santa Fe Rules & Regulations, Rule 13.20, 13.21, 13.30, 13.31
- 3.2 Family Medical Leave Act (FMLA)

4.0 DEFINITIONS:

- 4.1 FMLA Criteria:
Employee's Own Serious Health Condition.
Birth or Adoption of a child.
Serious Health Condition of a Spouse, Parent, or Child.
- 4.2 A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves:
 - Any period of incapacity or treatment that involves inpatient care (i.e. overnight stay) in a hospital, hospice, or residential medical care facility;
 - Continuing treatment by a health care provider, that includes a period of incapacity of more than three (3) consecutive days; or
 - Continuing treatment by a health care provider for chronic or long-term health conditions that are incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three (3) consecutive days.
- 4.2.1 Examples of serious health conditions include, but are not limited to: heart attacks, most cancers, back conditions requiring extensive therapy, spinal injuries, pneumonia, severe arthritis, severe nervous disorders, clinical depression.

5.0 POLICY:

- 5.1 Employees who have a medical condition as defined by the Family Medical Leave Act (FMLA) and who do not have sufficient accrued leave to use during his/her time out of work may apply for leave from the Sick Leave Bank
- 5.2 The Sick Leave Bank will have a pool of sick leave bank hours which have been accrued through employee donations. Employees may choose to donate annual leave regardless of accrued balance. Compensatory time may also be donated. Sick leave may be donated if the sick leave accrual balance is in excess of 450 hours.
 - 5.2.1 In determining approval for this request, the employee's accrued sick leave balance may be reviewed. Apparent and documented abuse of sick leave may be cause for disapproval of this request.
- 5.3 A maximum of 240 sick leave bank hours may be requested. Additional requests may be submitted and will be reviewed on a case by case basis.
- 5.4 The Sick Leave Bank is a confidential program.

6.0 PROCEDURES:

- 6.1 Employees who make application for this leave must first qualify and have been approved for FMLA.
- 6.2 All requests for leave shall be submitted to the Human Resources Director. The Human Resources Director shall submit a recommendation to the City Manager. The final decision shall be made by the City Manager.
- 6.3 The Human Resources Department shall be responsible for tracking and reporting leave donations from employees and shall maintain the Sick Leave Bank.

7.0 APPENDIXES:

- 7.1 Sick Leave Bank Request Form
- 7.2 Sick Leave Bank Donation Form

8.0 REVIEW AND APPROVALS:

8.1 PREPARED BY: Stacey Romero 8/9/04
Stacey Romero, H.R. Administrator DATE

8.2 REVIEWED BY: Bruce Thompson 8/11/04
Bruce Thompson, City Attorney DATE

8.3 REVIEWED BY: Loni R. Martinez 8/9/04
Loni R. Martinez, Acting HR Director DATE

8.4 APPROVED BY: Jim Romero 8/11/04
Jim Romero, City Manager DATE